

ROUTING AND RECORD SHEET

SUBJECT: (Optional)				DD/A Registry 83-1667	
Planters on Seventh Floor Balcony				NO. OL 10082-83	
FROM: Chief, Logistics Services Division Room 3E14, Headquarters				DATE 27 June 1983	
TO: (Officer designation, room number, and building)		DATE		OFFICER'S INITIALS	
		RECEIVED	FORWARDED		
1. E2/DDA Room 7D24 Headquarters		29 JUN 1983	29 JUN 1983	OK	
2. A O O A			29 JUN 1983	J	
3. D O A		30 JUN 1983		J	
4. E O / O O A		30 JUN 1983	1 JUN 1983	OK	
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

DD/A REGISTRY
FILE: 45-1

> FYI

Great balls of
fire! 5K!

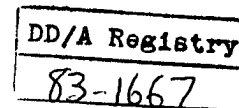
P.S. we shud take
the 5k and buy
a greenhouse.

Price is \$1500
not \$5K.—
as advised
DDA on 1 Jul.

STAT

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STAT



28 June 1983

MEMORANDUM FOR: Deputy Director for Administration
FROM:
Chief, Logistics Services Division, OL
SUBJECT: Planters on Seventh Floor Balcony

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1. Quotes from the landscaper who handles the auditorium came to almost \$5,000 to replace planters and replant shrubbery. Logistics Services Division (LSD) has ordered new fiber glass planters through procurement. Upon arrival we will arrange for the shrubbery to be replanted and enter into a maintenance contract for care of them.

2. The plants in the Director's Waiting Room are being replaced with plants which can exist in a low-light environment. A maintenance contract for their care is also being written.

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